



**United States Court
of International Trade**
Office of the Clerk
One Federal Plaza
New York, NY 10278-0001

N O T I C E

The Office of the Clerk currently is imaging (scanning) pleadings, motions, briefs and other papers for posting to the Court's CM/ECF System that is accessible through the Court's Internet Website. Any individual, who has a password and ID to the Court's CM/ECF System, will be able to read, download, store and print the full content of imaged (scanned) documents. The Clerk's Office is not imaging (scanning) or posting documents that are sealed or otherwise restricted by court order.

Parties and counsel should not include sensitive information in any document filed with the Court unless such inclusion is necessary and relevant to the case. It is important to remember that any sensitive information not otherwise protected will be available over the Internet via the Court's CM/ECF System. If sensitive information must be included in a filing, the following personal data identifiers must be partially redacted from the filing, regardless of the form, i.e., paper or electronic media: (1) social security numbers, (2) financial account numbers, (3) dates of birth and (4) the names of minor children.

Based on the E-Government Act of 2002 (Pub. L. No.107-347, Dec. 17, 2002), a party or counsel intending to file a document containing the personal identifiers specified above may file an unredacted document under seal. This document will be retained by the Court as part of the record. Pursuant to USCIT R. 81(h), the filing party also is to file a redacted copy for the public file.

In addition, parties and counsel are advised to exercise caution and follow the requirements of USCIT R. 82(h) when filing a document that contains other sensitive personal information, or confidential, business proprietary, privileged or classified information.

Counsel are strongly urged to share this notice with all clients so that an informed decision about the inclusion of certain information may be made. If a redacted document is filed, it is the sole responsibility of counsel and the parties to be sure that all filings comply with the Court's Rules, orders or notices regarding the redaction of personal data identifiers or other sensitive information. The Office of the Clerk will not review counsel's filings for redaction.

Leo M. Gordon
Clerk of the Court

April 15, 2003